



JOHNSON COUNTY HEALTH DEPARTMENT

Courthouse Annex
86 West Court Street
Franklin, Indiana 46131

(317) 346-4365
Fax (317) 736-5264

To All Restaurants and Retail Food Establishments:

As you apply for and receive your building permits, you should also begin the process of receiving your Food Service Permit from the Johnson County Health Department. The Johnson County Health Department requires that all restaurant and retail food establishments be licensed and operating according to Indiana Code 410 IAC 7-20. A license must be issued by the Health Department prior to the opening of your establishment. In order to receive your food license, the following steps need to be done:

FOOD SERVICE PLAN REVIEW PROCEDURE

1. Submit a detailed floor plan for our review and approval
 - *Include, Equipment specifications & locations, hand sink location(s)
 - Floor / Wall / Ceiling material - finishes
 - *The Johnson County Health Department reserves the right to require additional information
2. Pay appropriate plan review fee/license fee
3. The Johnson County Health Department reviews the site plan & comments
4. Restaurant owner / manager calls for a pre-opening inspection
5. The Johnson County Health Department inspects & comments
6. After review and approval by the Johnson County Health Department, the local fire department, and building inspector the food service license may be released and the establishment may open.

Please contact the Johnson County Health Department at (317) 346-4365 to begin the permitting process. Feel free to contact this office if you have any questions or concerns.

CONSTRUCTION PROBLEMS **IN FOOD FACILITIES**

The basic idea is to make kitchen environment & food-prep surfaces easily cleanable: smooth, washable, movable, or with few cracks, seams, or hard to reach areas. It should be easy to clean under, behind, and between equipment.

1. Bare Wood Construction Problems

Shelves, counters, supports, etc. made of bare wood. Non-cleanable surfaces – cracks, seams.
Use of wooden pallets on floor.

2. Plumbing Problems

Should have no direct waste connections w/equipment that stores food –ice bins, drink stations, espresso, etc.
No vacuum breakers on spigots (with hose attached like at mop sinks).

3. Wall Surface Problems

Use of “flat” non-washable paint surfaces on walls. Not easily cleaned.
(Prefer: Stainless steel wall surfaces in grill areas. Water proof board around dish area & mop room.)
(Prefer: Washable, shiny, latex-enamel paint or FRP Board)

4. Exit Doors Not Secure

Outer doors not self-closing. Gaps along sides or bottoms of doors (daylight visible).
Screen doors that do not meet fire codes.

5. Exposed Line Problem

Water lines, conduit, waste lines, etc. are run along outside of walls in kitchen, dishroom, etc.
Hard to clean. (Should be inside walls or if exposed - mounted away from wall to allow cleaning).

6. Waste Line/Sewer Line Location

Waste Lines run above food prep, dish room, or storage areas.
(Must provide protection if above food areas – sleeve, trough, etc.)

7. Non-Commercial Type Equipment

Installation of inappropriate kitchen equipment or refrigeration units. Usually use of equipment designed for home use. (Inadequate motor capacity to handle commercial load. Lights not shielded inside. Freezer chests sit directly on floor.)

8. Grill Equipment Not Moveable for Cleaning

Equipment not easily moveable for cleaning or installed with tight non-cleanable spaces.
(Prefer equipment on rollers or castors, detachable quick disconnect gas-lines).

9. Floor Surfaces

Use of soft-vinyl surface – easily tears when equipment moved. Painted concrete – poor in fry areas.
Carpeting may not be used in restroom, kitchen, food prep areas.

10. Ceiling Surfaces

Use of non-smooth, non-washable ceiling tiles in food prep, restroom, & dishroom areas.

11. Trash Receptacles – Outdoors

Dumpsters placed on grass, gravel, or bare earth. (Must be on machine-laid asphalt or concrete pad).

12. Lighting Problems

Lighting too low in Walk-in coolers.
Lighting unshielded in food prep areas or coolers/freezers (need plastic sleeve or rubber coated bulbs).

FOOD CODE

WEB SITE

INDIANA

RETAIL FOOD ESTABLISHMENT SANITATION REQUIREMENTS

TITLE 410 IAC 7-20

You may access the Code via the Indiana State Department of Health web site at:

www.in.gov.isdh/index.htm

When you get to this site, on the left, you need to touch "Regulatory Services". It will bring up a list on the right. Click on "Food Protection Services".

The screen will bring up a new screen with a list on the left. Click on "Retail Information". On the bottom of the list click on the rule, Title 410, IAC 7-20.

OR

To get directly to the page with the code, type in the following:

<http://www.in.gov/isdh/regsvcs/foodprot/iac720/index.htm>

Plan Review Checklist for Johnson County Health Dept.

Upon receipt of plans by an establishment the following items are required to be listed on the plans:

1. The menu or food items that are going to be served.
2. A detailed plan of the facility in terms of dining room, restroom, and kitchen layout must be provided. They do not need to be professional grade but must be drawn to scale.
3. The list of procedures in regards to: (a) food safety and training of employees, (b) sanitation and maintenance schedules, (c) chemical and cleaning supplies management, (d) emergency management etc.
4. If available, the list of food suppliers that will be used to ensure that the food is coming from approved sources.
5. All equipment that will be installed must be specified in regard to make, model and quantity. The equipment must meet NSF and UL safety standards. If used equipment is going to be put into place it must meet current code requirements. (i.e. coolers need to hold food at 41 F or less)
6. All new facilities must meet minimum equipment requirements in regard to: (a) dishwashing, (b) hand washing, (c) refrigeration (cooler and freezer), (d) cooking, (e) ventilation over cooking and in restrooms, (f) food and dry goods storage, (g) availability of restrooms for employees and customers.
7. All utilities must be supplied (gas, hot and cold water, sewer, and electric). If they are using septic and/or well, they must be approved first.
8. The materials for the floor and walls must be smooth, non porous, and light in color. They are usually defined as to tile type, paint type etc.
9. The light fixtures must be covered or use shatter resistant bulbs. A minimum of 70 foot candles in food prep and dishwashing areas. A minimum of 20 foot candles in other areas.
10. The facility must prevent insect and rodent entry.
11. The facility must provide dumpsters for waste and waste oil products. The dumpsters must be on hard surfaces like asphalt or concrete.
12. All maintenance tools must have a proper storage place.
13. All personal items of the employees must be stored out the food areas. The use of lockers or the office is acceptable.
14. No part of the facility can be used for living or sleeping quarters.
15. Designated areas for employees to eat, drink, and smoke must be established.
16. The plan review form and their check should accompany the set of plans. They pay for their operating permit when they are about ready to open for business.
17. They must have site inspections prior to opening/operation so that we can determine if they have complied with our requirements. During construction, they have a tendency to change things without notice.